



## Privacy Notice for Visitors – How we use your information

**2025/26**

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This privacy notice explains how we collect, store and use personal data about **individuals visiting the school**.

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in upon arrival.

We collect your information to;

- safeguard all children and staff both during and outside of school hours when they are on our site
- ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes
- keep a log of visitors in the building

### **Who are we?**

Abbots Farm Infant School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Abbots Farm Infant School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA295975**

You can contact the School as the Data Controller in writing at:  
Abbots Farm Infant School, Abbots Way, Rugby CV21 4AP or [admin2410@welearn365.com](mailto:admin2410@welearn365.com).

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our visitors.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data

controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about Visitors?**

The categories of visitor information that we collect, hold and share include:

- Name
- Organisation
- vehicle registration
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Disability, health and access requirements

### **For what purposes do we use personal information?**

We use Visitor data to:

- Identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for Safeguarding
- Ensure that appropriate access arrangements can be provided for volunteers who require them

### **Collecting visitor information**

Whilst the majority of visitor information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain visitor information to us or if you have a choice in this.

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information. The lawful basis on which we use this information; **Public Task**;

We are required to process visitor data in order to comply with our public task, namely to ensure that the security of our pupils, staff, visitors, buildings and their contents are maintained at all times.

The following information is processed as a result of the schools public task;

- Name, organisation, image, vehicle registration, DBS information

### **Who might we share your information with?**

We do not routinely share this information with any external organisations or third parties. There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws. We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

**What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

**How long do we keep your information for?**

In retaining personal information, the School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the School are required to retain the information

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**What are your rights with respect of your personal information?**

Under data protection law, Governors have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Review**

The content of this Privacy Notice will be reviewed July 2026.